

## **Bilsdale Midcable Parish Council**

### **Minutes of Annual General Meeting held 7<sup>th</sup> June 2018 Chop Gate Village Hall**

Present: Cllrs M Bowes, D Hollingworth, C Devlin and I Brass, Mr R Stanton (Internal Auditor), R Chapman (Clerk)

1. Apologies for absence. Received from Cllrs R Hudson, R Kirk and B Griffiths and Mr G Silver.
2. The Chairman opened the meeting by noting that he had just received a letter of resignation from Councillor C McGee. The meeting voiced unanimous thanks to Mrs McGee for her service to the Council over the past 30 years.
3. Declarations of any personal or prejudicial interests. None declared.
4. Parish Council Accounts
  - a. The Clerk presented the accounts and the proforma submissions to be presented to PKF Littlejohn, the official external auditors.
  - b. Mr Stanton observed that whilst the numbers and totals were correct, the Clerk had set out the documents incorrectly.
  - c. Some corrections were made in the meeting and it was agreed that Mr Stanton and the Clerk would meet separately to complete the correct setting out of the documents
  - d. Mr Stanton offered the following observations / recommendations
    - i. The cash book needs to be kept up to date for review preferably at every meeting
    - ii. VAT is claimed on a 4 year cycle but this can be more frequent. One item does not appear to have been included in the last claim. Clerk to check and action.
    - iii. Expenditure should be timely. Best to avoid significant payments close to the year end in case they do not clear.
    - iv. Clerk should not delay in submitting expense claims
    - v. BMPC may be overdue with a PAYE payment to HMRC. Prompt payment is necessary to avoid penalties.
  - e. The meeting noted that the external auditor had last year stated that capital items should not be depreciated in book value. Book value is to be held constant until total write off. Meeting failed to understand the rationale for this. Clerk to liaise with external auditor, Mr Stanton and Chairman on how to account for obsolescence in future.
  - f. Meeting noted the Government policy shift towards permitting small authorities to operate online banking with single authorizer. Meeting noted that this would require a change in the BMPC Financial Regulations. Meeting furthermore agreed that

whilst such a development might be convenient, there could be difficulties such as the loss of an audit trail via cheque counterfoils etc. Meeting agreed to consider this in more detail before proceeding.

5. Meeting re-endorsed the existing Financial Regulations, Standing Orders and Risk assessment. It was agreed that the Clerk should review all of these over the coming year and update as necessary.
6. Meeting agreed to accept the single tender for grass cutting in 2018. The amount tendered was comparable with the last 2 years. Clerk to confirm with contractor.
7. Meeting agreed to advertise the new vacancy for a Councillor following the resignation of Mrs McGee with a view to having the co-opted candidate on board for the next meeting.
8. The BMPC computer has an unacceptably slow performance ever since the current Clerk took over custody. Chairman offered to request Mr Preston to check it over for any obvious defects.
9. The Chairman signed acceptance of the following documents:
  - a. Annual Governance Statement
  - b. Asset Register
  - c. Table of receipts and payments
  - d. Standing Orders
  - e. Financial Regulations
  - f. Risk Assessment
  - g. The meeting agreed that since the numbers were correct but that some minor reformatting was required, once that had been done and checked by the Clerk, The Internal Auditor and The Chairman, The Chairman would be authorised to sign the BMPC Annual Accounting Statement and the Clerk would be authorised to sign the Annual Bank Reconciliation Document

10. Next general meeting of BMPC will be Wednesday 4<sup>th</sup> July, 7:30pm, Chop Gate Village Hall

R Chapman

Clerk, Bilsdale Midcable Parish Council